

**SUMMARY OF THE
ACCREDITATION PROCESS COMMITTEE MEETING
March 15, 2001**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Thursday, March 15, 2001, 2:00 p.m. Eastern Standard Time (EST). The meeting was led by its chair, Mr. Gleason Wheatley of the Kentucky Department for Environmental Protection. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to review comments and propose changes to the Accreditation Process standard (Chapter 4).*

INTRODUCTION

Mr. Wheatley began the meeting by introducing those committee members present on the teleconference. Mr. Wheatley then reviewed the agenda for today's meeting and began the discussion.

AGENDA ITEMS

Comments and proposed changes to Chapter 4

Comments have been received from the States of New York and California concerning proposed changes in Chapter 4. Proposed changes were also received from the NELAC Proficiency Testing (PT) Committee. These comments were considered in that order.

Dr. Kenneth Jackson, State of New York, submitted two proposed changes. Both proposals related to the issue of technical directors with one related to the "grand-father" clause.

The first proposed change was to Section 4.1.1. The commenter wanted to require that a "grand-fathered" technical director must have been in their position continuously for the 12 month period previous to application for NELAP accreditation and that a technical director must either meet the education requirements of the NELAC standards or the educational requirements that existed in the primary accrediting state prior to July 1999.

The second proposed change was to address a situation where two or more technical directors are appointed for a laboratory, and would require that they must be responsible for separate areas of laboratory operation and may not have replicative responsibilities.

After much discussion, the committee agreed to propose changing the wording of Section 4.1.1 to clearly show that technical directors eligible for "grand fathering" must be in place and performing the duties of technical director when the laboratory applies for accreditation. The accrediting authority should be able to verify through the laboratory assessment process whether the technical director(s) were actually performing the duties at the time of application.

Several comments and proposed changes were received from Ms. Jane Jensen, California Department of Health Services. The first comment concerned Section 4.0.c) and proposed changing “operates outside of the state...” to “analyzes samples from outside of the state...”

The committee agreed to propose this change as well as making a similar wording change in Section 4.0.b).

Comment 2 sought more identifying information for mobile laboratory vehicles. The committee agreed to propose including vehicle identification, serial, or license numbers in the information required in the primary application package, Section 4.1.7.1, for mobile laboratories.

Comment 3 sought to require that notification for any change in location, Section 4.1.8, of all laboratories, including mobile laboratories, be made within 30 days and entered into the national database. The committee declined to propose any changes in this section prior to the annual meeting.

Comment 4 concerned a definition for “field unit.” The wording was also forwarded to the Program Policy and Structure Committee by California. As that committee is responsible for the glossary, the Accreditation Process Committee decided to take no action at this time and felt that issues related to field activities are being addressed by the Field Activities Committee.

Comment 5 proposed the addition of new language to Section 4.0 giving definition to field units. Once again the committee felt that no action should be taken at this time while the Field Activities Committee is working in this area.

Comment 6 dealt with the PT requirements for all laboratories, Section 4.1.4, including mobile laboratories. The committee declined to propose any change in this section and felt that the current language was sufficient to require that all laboratories analyze PT samples.

Comment 7 proposed an addition to Section 4.1.2 concerning on-site assessments with a separate section to ensure that all mobile laboratories must be assessed as part of the assessment process. The committee declined to propose any change in this section and felt that the current language was sufficient to require that all areas of a laboratory, including mobile laboratories associated with fixed-base laboratories, be included in the on-site assessment.

Proposed changes were also received from the PT Committee to make changes to make Chapter 4 consistent with changes the PT Committee will be proposing at the Annual Meeting. Our committee declined to propose any changes until the changes in Chapter 2 are accepted at the Annual Meeting. At that time the changes needed in Chapter 4 would be editorial changes to make the chapters consistent.

Interaction with Field Activities Committee

Mr. Dan Bivins, chair of the Field Activities Committee has called to see when our committees might meet via teleconference. Mr. Bivins indicated that he would send information concerning their

committee's views on the mobile laboratory issue for our information prior to that meeting. No information has been received. Mr. Wheatley will contact Mr. Bivins to arrange a joint teleconference.

Committee Membership

It was noted that two of our voting members' terms, as listed in the NELAC Directory, end in the same year, 2005. After discussion, it was determined that Ms. Susan Wyatt's term should end in 2004. Mr. Wheatley will forward this information so that the correct term can be listed in the future.

There exist two vacancies on the committee, one contributor and one voting member. Committee members were asked to propose additional members for the committee. Mr. Wheatley will check to see if Membership and Outreach has any volunteers.

ADJOURNMENT

After closing discussions Mr. Wheatley adjourned the meeting at 3:45 p.m.

**ACTION ITEMS
ACCREDITATION PROCESS COMMITTEE MEETING
JANUARY 30, 2001**

Item No.	Action	Date to be Completed
1.	Mr. Gleason Wheatley will contact Dr. Stephen Billets to correct Ms. Wyatt's term.	04/01/01
2.	Mr. Wheatley will contact Mr. Dan Bivins to get information on the Field Activities Committee's activities and arrange a joint teleconference.	04/01/01

**PARTICIPANTS
ACCREDITATION PROCESS COMMITTEE MEETING
JANUARY 30, 2001**

Name	Affiliation	Address
Wheatley, Gleason Chair	KY Dept for Environmental Protection	T: (502) 564-6120 F: (502) 564-8930 E: Gleason.Wheatley@ mail.state.ky.us
Hamilton, Maureen (Absent)	Consultant	T: (509) 627-3716 F: (509) 628-2398 E: mkhamilt@ix.netcom.com
Hill, David	O'Brien and Gere Laboratories Inc.	T: (315) 437 - 0200 F: (315) 463 - 7554 E: hilldr@obg.com
Macelletti, Nicholas	CT Dept Public Health	T: (860) 509 - 7386 F: (860) 509 - 7378 E: nicholas.macelletti@po.state.ct.us
Meyer, Jim	NC Dept. of Environmental Health and Natural Resources	T: (919) 733-3908 F: (919) 733-7378 E: James.Meyer@ncmail.net
Pullano, Robert	General Engineering Laboratories	T: (843) 556 - 8171 F: (843) 766 - 1178 E: rlp@mail.gel.com
Wyatt, Susan	MN Dept of Health	T: (612) 676-5674 F: (612) 676-5514 E: susan.wyatt@health.state.mn.us
Wyeth, Robert (Absent)	Severn Trent Laboratories	T: (716) 691-2600 F: (716) 691-7991 E: rwyath@stl-inc.com